

North Carolina Agriculture Cost Share Program Review Summary
(November 2013)

County	Caldwell SWCD	Date of Previous Review/Report	February 2000
District Staff Name(s)	Kevin Clark, Pam Stuer	Date	November 18 – 19, 2013
NRCS Staff Name(s)	Will		
Division Representative(s)	David Harrison, Davis Fergusion		
Additional Participants			

Questions	Division Findings				Division Comments	District Plan of Action Required		SWCD Plan of Action	Proposed Timeline for Implementation	Division Response to Plan of Action (date)
	Commendation	Recommendation	Corrective Action	No Concerns/ Not Applicable		Yes	No			
Section 2: Application Procedures and Tracking Progress (BMP Implementation and Payments) Questions in this section focus on how the district advertises the program, how applications are developed, how contracts are developed, how funds are tracked and how the board approves each.										
How does the district advertise the cost share programs? (solicit applications)					News papers, Radio, county public relations officer (reaches to Charlotte), bi-annual newsletter.					
When do you schedule your board meetings?					First Tuesday of the month, 8 am. .					

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How do you notify the public of the board meeting schedule and does it adhere to the Open Meetings Law?					Notices on front door, county office buildings and county commissioners meeting room					
<i>Are applications reviewed and approved by the Board as a separate action item?</i>					Yes along with ranking forms.					
<i>Are application decisions/motions recorded in the board minutes?</i>					Yes					
Because applicants are limited when applying for incentive BMPs, how does your district track the applications for incentive BMPs?					Incentives are used rarely. Tracked by personal knowledge.					
Please describe how the district tracks applicants who are applying for multiple incentive BMPs or consecutive incentive BMPs.					Incentives are used rarely. Tracked by personal knowledge.					
If multiple partners farm together, how the district tracks individual applicants as one operation?					Multiple partners are rare. Tracked by personal knowledge.					
Once applications are approved, how do you develop a contract?					A conservation plan is developed with field visits, surveys and associated engineering field work.					

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Describe how the district reviews the contract with the applicant. Do you explain that work cannot begin until the contract is approved by the division?					Yes					
What procedures do you follow for notifying the applicant that work can begin?					Yes					
What information do you provide the applicant?					Copy of the contract, design specifications, field lay out and any other material required by the contract					
<i>Are contracts reviewed and approved by the Board as a separate action item?</i>					Yes					
<i>Are contract decisions/motions recorded in the board minutes?</i>					Yes					
Describe the district/board's procedure for approving supervisor contracts.					Supervisors abstain from all discussion and voting.					
<i>Is it documented in the Board minutes that the supervisor abstained from discussing his/her own contract and from voting?</i>					Yes					
What technical assistance do you provide during the BMP installation process to ensure the BMP is installed by the contract deadline?					Present during layout and installation					

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How do you track the Commission’s interim performance milestone? One-third of the work must be completed within 12 months of division approval.					Contracts are reviewed twice a year to establish milestones					
Is the district using the NC-ACSP-18 or the NC-CCAP-18 form to record 6-month extensions? Is it recorded in the board minutes?					Yes, Board makes the discision. None in recent times.					
What documentation do you include in the contract file that certifies that the BMP was inspected and is installed to the standards and specifications?					District technician or engineer with JAA visits the site, verifies installation and certifies completion.					
Are BMPs measured then certified before the request for payment is approved? How is this documented?					Measurements are recorded in the contract and conservation plan					
Are receipts received and reviewed for ACSP BMPs that are based on actual cost?					Yes					
Are request for payments reviewed and approved by the board as a separate action item?					Yes					
If the BMPs are not installed by the end of the third program year per Commission policy, how does the district request a one-year extension?					One in recent years, Letter to the commission and supervisor presentation.					
<i>Are payment decisions/motions recorded in the board minutes?</i>					Yes					

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Section 3: Spot Checks and Compliance Issues Questions in this section focus on how the district reviews BMPs for compliance and how maintenance and/or non-compliance issues are addressed.										
Who participates in annual spot checks? When are they conducted?					Conducted in June moving up to May. All supervisors attend along with NRCS personnel for Supervisor contracts					
How does the district select which contracts to spot check?					Random drawing with excel spreadsheet.					
Are all BMPs under the waste management category spot checked for the first five years after installation? This applies to all farms that fall under the thresholds that are regulated by DWQ.					Yes 4-6 contacts currently					
How does the district review five percent of all waste utilization plans?					Random drawing with excel spreadsheet.					
How does the district notify the NRCS area office (for ACSP contracts) or division (for CCAP contracts) to conduct spot checks on lands owned or operated by a district, county, division or NRCS employee or district supervisor? This includes CPOs, revisions, supplements or repairs.					District coordinates with area office on spot checks					

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The North Carolina Statute 15A NCAC 06E.0107(f) states "If the technical representative of the district determines that a BMP for which program funds were received has been destroyed or has not been properly maintained, the applicant will be notified that the BMP must be repaired or re-implemented within 30 working days. For vegetative practices, applicants are given one calendar year to re-establish the vegetation" How does your district notify individuals that have destroyed or mismanaged a BMP?					First alert the landowner to discrepancy, District Board is notified at next meeting and letter is sent to landowner outlinig the need to bring the BMP back into compliance.					
How are supervisors notified of BMPs that are found to be destroyed or mismanaged at any time throughout the year?					Notified at the next district meeting					
When does the district provide a written notice that the BMP must be repaired or re-implemented within 30 working days? (Vegetative practices have to be reestablished within one calendar year.) Is a copy of the notification kept with the CPO?					After District board Meeting					
If the BMP was not repaired or re-implemented, was repayment requested? Please provide documentation.					Yes					
Is the district notifying the division of non-compliance and resolutions?					Yes					
Section 4: Record Keeping Questions in this section focus on how funds are managed and accounted for, maintaining proper design and job approval authority, as well as disclosure forms.										

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How does the district track BMP funds?					Excel spreadsheet					
How does the district use the division on-line (website) reports?					Yes					
How are your BMP funds audited? What is the date of the last audit? Who performed the audit? Was the BMP audit form completed and notarized?					Kevin Clark					
How are technical assistance funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?					NA – Arrangements made through Burke County by Caldwell County					
Who in the office is funded by Cost Share Technical Assistance (TA) from the State?					Kevin Clark					
How are operating funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?					Handled by the county					
How are matching funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?					Handled by the county					

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How much time is spent on cost share program (ACSP, CCAP, AgWRAP) contracts and BMP implementation? How is that tracked?					90 cost share – 10 district					
Is proper job approval authority (JAA) documented for each technical and cost share position?					JAA is consistent with district needs					
Do district supervisors complete supervisor forms when they have a financial interest in an entity requesting a cost share contract?					Yes Concern about possibility of Supervisor may still be able to act on privileged information.					
Section 5: Contract Reviews and Site Visits Below is a list of the contracts the division reviewed. Spot checks were also conducted. Notes include recommendations and/or corrective action for contract files as well as the BMP. Contracts/BMPs are listed by contract number.										
Contract Number: Applicant Name: BMP: <i>Insert Picture</i>										
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